



EXPRESSION OF INTEREST (EOI)
FIRST STAGE
**ESTABLISHMENT OF A PANEL OF PERSONAL
PROTECTIVE EQUIPMENT SERVICE
PROVIDERS FOR A PERIOD OF 36 MONTHS
FOR A PERIOD OF 3 YEARS**

TENDER NO: AW2020-21-11

ISSUED AND PREPARED BY: SCM
AMATOLA WATER
PRIVATE BAG X3
VINCENT
5217

Tel: +27 43 707 3700
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**FIRST STAGE COMPULSORY BRIEFING DATE AND TIME:
N/A**

**FIRST STAGE CLOSING DATE AND TIME:
02ND OCTOBER 2020 AT 11h00**

BIDDER TO COMPLETE	
NAME of Company/Close Corporation or Partnership/Consortium/Joint Venture or Sole Proprietor/Individual	
TRADING AS (if different from above)	
CSD REGISTRATION NUMBER	

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AMATOLA WATER EXPRESSION OF INTEREST TENDER NO: AW2020/21-11

INVITATION AND SCOPE OF WORK

Suitably experienced and qualified professional service providers are requested to respond to the following Expression of Interest:

ESTABLISHMENT OF A PANEL OF PERSONAL PROTECTIVE EQUIPMENT SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS

BID CONDITIONS:

- The PPPFA and other relevant procurement legislation applicable to a 3B entity will apply.
- The 80/20-point scoring system will be utilised in terms of the PPPFA regulations
- Tenders which are late, incomplete, unsigned will not be accepted.
- Amatola Water does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or portion of the tender.

TWO STAGE BIDDING PROCESS

FIRST STAGE

In the first stage bidders are required to complete an Expression of Interest Application Form which can be downloaded from the Amatola Website @ www.amatolawater.co.za – go to the tender's page

CLARIFICATION MEETING

N/A

The first stage will comprise the technical submission and will determine if bidders comply with the requirements of the Local Content and Production. Local Content documentation will be uploaded onto the Amatola Water Website for bidders to download and complete. Bidders do not need to insert pricing into the Annexure C at this stage. Bidders must only complete the Local Content % Column at this Stage. The Local Content Requirement is 100% for PPE. Bidders must complete the Local Content Declaration and Annexure C. Only Bidders who have completed the documentation correctly and completely will proceed to the Presentation of Samples.

SECOND STAGE

Only bidders who have scored the minimum functionality score and met the conditions/ criteria/ requirements of the bid as set out in the first stage will be considered in the second stage. The second stage will entail the Financial Proposal and submission of the Full Bid Document.

TENDER ENQUIRIES

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Mr S Biyela, Fax: (043) 707 3770, E-mail: sbiyela@amatolawater.co.za

SUBMISSION OF COMPLETED EXPRESSION OF INTEREST APPLICATION FORMS

SUBMISSION OF EXPRESSION OF INTERESTS

The original completed Expression of Interest and all supporting documents must be submitted in a sealed envelope or parcel endorsed/marked with the Bid Number and Bid Description as detailed above. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of Amatola House, 6 Lancaster Rd, Vincent, East London prior to the closing date and time stipulated above. Bidders will be required to sign a receipt of submission at the Amatola Water reception desk prior to depositing their submission in the tender box. There will be no opening of Expressions of Interest.

(No E-mailed submissions will be accepted)

Ms B. Hene
Acting Chief Executive

SPECIFICATION

ESTABLISHMENT OF A PANEL OF PERSONAL PROTECTIVE EQUIPMENT SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS

TERMS OF REFERENCE

Foreword

The scope of this document is to standardise on needs assessments for personal protective equipment (PPE) and the selection of PPE to be used on the **Amatola Water Board sites**.

2. Keywords

Eye Protection, Face Protection, Gloves, Hand Protection, Hard hat, Head Protection, Safety boots, PPE

3 Scope

This applies to both onsite as well as during off-site processes within Amatola Water Board, operational areas.

4. Purpose

The purpose of this standard is:

- to comply with the **Occupational Health and Safety Act No. 85 of 1993**.
- to set a standard on personal protective equipment as to who must wear what, where and when based on the outcome of a risk assessment per unit, per person
- to ensure that employees are trained and motivated in the issue, use, care and replacement of personal protective equipment throughout **Amatola Water Board sites**
- to create a sense of group identity and group cohesion within **Amatola Water Board sites**

5. Applicability

Compliance with this standard is mandatory for all within **Amatola Water Board sites**

6. Definitions

Danger: Anything that may cause injury or damage to persons or property.

Employee: Any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the supervision of an employer or any other person.

Hazard: A source of or exposure to danger.

Job: A combination of different tasks.

Manager: A person designated as the employer in terms of the Occupational Health and Safety Act.

Risk: The probability that injury or damage will occur.

Risk assessment: An assessment of the probability that injury or damage will occur.

Task: A single execution of a certain activity.

7. PPE:

7.1 Men Golf Shirt

220 gm2, 100%, Cotton Pique Knit Rib collar / Side slits with bar tacks / Regular fit for comfort / Top

stitching on the arm holes and shoulder seams / specialised placket / Bioblast technology or equivalent

with **AW logo embroidered on front left side**

7.2 Ladies Golf Shirt

220 gm2, 100% Cotton Pique Knit, 100% Semi-fitted / Side slits with bar tacks/ Specialised and

Narrowed placket / Bioblast or equivalent with **AW logo embroidered on front left side**

7.3 Cricket Hat

100 % cotton twill, 310gm2, cricket hat with **AW logo embroidered on front**

7.4 Beanie

Classic beanie with turn up, 280gm2, 100% Polyester micro fleece with **AW logo embroidered on the front.**

7.5 Men Safety Boots

SABS SANS 20345 approved safety boot • Anti-static easily removable inner sole
• Oil resistant • Slip

resistant • Shock resistant • This robust boot also has a steel toe cap with impact protection of 200

Joules • Heat resistant up to 90°C • Genuine leather upper and dual density PU sole, with lace or

equivalent

7.6 Men Safety Boots: Steel toe cap, Steel midsole for superior protection against sharp objects penetrating the sole. Slip-resistance. • The boot is anti-static. Heel stiffener for shape longevity. 4 pair brass D-rings for quick lacing and release or equivalent

7.7 Ladies Safety Boot

Ladies Steel toe cap boot, **SANS /ISO 20345** compliant, elastic side gussets, pull tab,TPU sole for durability with oil and acid resistant anti -slip and anti -static properties moulded 100% wool innersole for support and comfort or equivalent

7.8 Men Jacket

140 gm²/ 270 gm², Rainproof / Aqua Guard Zip / Self colour polar fleece lining / concealed side entry

pockets with zip closure / Concealed cellphone pocket / Inner chest and back safety pockets

Elasticized cuffs / Stow away hood (fits into collar with hook and loop) / Toggles with Petersham tape

to secure toggles to prevent snagging / YKK zip with puller / All seams are heat sealed or equivalent

with **AW logo embroidered on front left side.**

7.9 Ladies Jacket

140 gm²/ 270 gm², Rainproof / Aqua Guard Zip / Self colour polar fleece lining / concealed side entry

pockets with zip closure / Concealed cellphone pocket / Inner chest and back safety pockets

Elasticized cuffs / Stow away hood (fits into collar with hook and loop) / Toggles with Petersham tape

to secure toggles to prevent snagging / YKK zip with puller / All seams are heat sealed or equivalent with **AW logo embroidered on front left side.**

7.10 Jersey

1/4 zip jersey Turtle neck with 1/4 zip closure / Ribbed collar, cuffs and waist / YKK zip with puller / Low pill or equivalent

7.11 Rain Suit

2 Piece Rain Suit –

Jacket

Rubberized, Single breasted, Slide fastener front fastening, Double storm flap fastening with press-studs, Hood with storage pouch, Storm collar, Sleeves to be integral part of jacket body, Front lower patch pockets with flaps, Straight sides

Trouser:

Pyjama-type/pull-on type

Bottom adjustment straps

Elastic webbing and draw cord in waist

Separate bag:

Square flat bag

Draw cord

7.12 Flame Retardant Suit

Flame - acid resistant. Fully triple stitched with ykk zips. With flame/acid reflective tape. Sabs approved or equivalent with **AW logo embroidered on front left side.**

7.13 Conti Suit

100 % cotton, fully triple stitched with ykk zips, conducive for wastewater environment. Sabs approved or equivalent with **AW logo embroidered on front left side.**

7.14 Wader

Wader– S11251-01 210D Nylon / PVC, with STC, water -abrasion resistant, black in colour or equivalent

7.15. Gumboots

Knee length Gum Boots with STC, acid –chemical resistant sole and shaft, black in colour or equivalent

DISQUALIFYING FACTORS

(a) The following forms /submission must be completed in full as per the requirement of the bid.

- Resolution to sign
- Bid documents must remain intact and no portion may be detached.

(b) The following declaration forms must be completed in full:

SBD 6.2: Declaration Certificate for Local Production and Content for Designated Sectors

Annexure C:Local Content Declaration-Summary Schedule

SBD 4: Declaration of Interest

SBD 8: Declaration of Bidder's Past SCM Practices

SBD 9: Certificate of Independent Bid Determination

(c) The following forms must be submitted with your bid:

1. JOINT VENTURE AGREEMENT (IF APPLICABLE)

All forms and declarations must be signed and completed and returned with the Bid Document as a whole.

Failure to sign and / or complete the forms and declarations will result in the bid being disqualified.

- The bid document must be completed in all respects in non-erasable ink.
- Bids must be submitted on original bid documents.

APPLICATION FORM FOR THE ESTABLISHMENT OF A PANEL OF PERSONAL PROTECTIVE EQUIPMENT SERVICE PROVIDERS FOR A PERIOD OF 36 MONTHS

Please note:

All sections of the application form must be completed in full and submitted with supporting information. (Failure to do so will result in your submission being rejected).

The application form is to be completed by the duly authorised official of the firm and the authority to sign must be attached.

Completed documentation must be submitted as described in the Bid Invitation/ Expression of Interest.

The firm below hereby expresses interest of the advertised bid.

PARTICULARS OF FIRM

1. Name of Firm _____

2. Name of Managing Principal _____

3. Type of firm (tick relevant box)

- Partnership
- One-person business/sole proprietor
- Close corporation
- Company
- [Pty] Limited
- Consortium
- Other (specify)

CONTACT DETAILS

1. Company Name: _____

Contact Person: _____

Phone No.: _____

Cell No.: _____

Fax No.: _____

E-Mail: _____

2. Postal Address: _____

Postal Code: _____

3. Physical Address: _____

Postal Code: _____

4. Eastern Cape Offices: _____

5. National Offices:

RESOLUTION TO SIGN

Signatory for companies shall confirm their authority thereto by attaching a duly signed and dated copy of the relevant resolution of the boards of directors to this form.

An example is given below:

By resolution of the board of directors passed at a meeting held on

Mr/Mrs, whose signature appears below, has been duly authorised

to sign all documents in connection with the Bid for Contract No.
and any Contract that may arise there from on behalf of (name of Bidder in block
capitals)

.....

SIGNED ON BEHALF OF THE COMPANY:.....

IN HIS/HER CAPACITY AS:

DATE:.....

SIGNATURE OF SIGNATORY:

WITNESSES: 1.

2.

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“ State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed:

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:
.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:
.....
.....
.....

3. FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

- 1.
2. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution’s supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

S
B
D
8

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging)² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ **Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder